



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
Marketing and Redistribution

6620 Young Road
Little Rock, Arkansas 72209
Phone: (501) 565-8645
Fax: (501) 565-5059

http://www.arkansas.gov/dfa/mr/pro_mr.html

INVITATION TO BID

BID NUMBER: MR-07-07

COMMODITY: HOUSE/MOBILE HOME

LOCATION: National Park Community College
Arkansas Forestry Commission

INSPECTION DATES: September 11, 12, 13, 14, 15, 18, 19, 20, 2006

INSPECTION HOURS: 8:00 AM – 3:00 PM

BID OPENING DATE/TIME: September 21, 2006 @ 1:00PM

ITEMS LISTED ON THE ATTACHED SHEET (S) WILL BE SOLD TO THE HIGHEST BIDDER (S) SUBJECT TO ALL "GENERAL" AND IF APPLICABLE, "SPECIAL" TERMS AND CONDITIONS.

BID FORMS MUST BE COMPLETED AND SIGNED TO BE CONSIDERED. UNSIGNED BIDS OR LATE BIDS WILL NOT BE CONSIDERED.

RESPONSE TO INVITATIONS TO BID MUST BE MAILED TO MARKETING & REDISTRIBUTION IN A SEALED ENVELOPE INDICATING THE BID NUMBER AND DATE OF THE BID OPENING ON THE OUTSIDE OF THE ENVELOPE OR MAY BE HAND CARRIED TO THE MARKETING & REDISTRIBUTION OFFICE BUT MUST ALSO BE IN A SEALED ENVELOPE. RESPONSES MUST BE RECEIVED PRIOR TO THE TIME AND DATE INDICATED ON THE DOCUMENT FOR THE BID OPENING IN ORDER TO BE CONSIDERED.

AT THE TIME INDICATED FOR THE BID OPENING ALL BIDS WILL BE PUBLICLY READ AND TABULATED. SUCCESSFUL BIDDERS WILL BE NOTIFIED AS SOON AS POSSIBLE BY TELEPHONE OR FAX.

SUCCESSFUL BIDDERS MUST PAY FOR AND REMOVE AWARDED ITEMS WITHIN FIVE (5) BUSINESS DAYS AFTER NOTIFICATION.

(for office use only)

YOUR SIGNATURE INDICATES THAT YOU AGREE TO ALL TERMS & CONDITIONS OF THIS SALE

SIGNATURE: _____

PRINTED NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY

STATE

ZIP

BUSINESS PHONE: _____ HOME PHONE: _____

CELLULAR PHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

GENERAL TERMS AND CONDITIONS

1. Bidder is invited, urged & cautioned to inspect property to be sold prior to submitting a bid. Property will be available for inspection at the place and times specified in the invitation. All property is offered for sale "as is, where is". The State makes no warranty, expressed or implied as to quality, kind, character, quantity, weight, size or description of any of the property or its fitness for any use or purpose. Any oral statement or representation by any representative of the State is unauthorized and shall confer no right upon the Bidder or Purchaser.
 2. The purchaser agrees, upon notification, to pay for item(s) awarded to him in accordance with the prices offered in his bid. All forms of payment must be in US currency. Payment is to be made in the form of cash, check, or postal money order, Visa, Discover or Master Card. Checks must be made payable to Marketing & Redistribution. If payment is made in the form of a check and the financial institution does not honor it a \$25.00 service fee will be charged and a personal check will not be accepted for up to a one-year period. Payment is to be made within five (5) days after notification of being successful bidder. Purchaser of property from the State of Arkansas may be subject to the payment of state sales and/or use tax. Marketing & Redistribution is not responsible for collection of taxes for items titled for highway use.
 3. Unless otherwise specified in the invitation, the purchaser shall be entitled to obtain the property upon vesting of title or the receipt of payment for the property. The purchaser shall be responsible for the loading and removal of property, at his expense, within five (5) business days. Marketing & Redistribution employees will assist with loading heavy or large items at Marketing & Redistribution as time permits. In no way will the State suffer any expense, penalty, personal or property liability in the removal of said equipment. If property is not removed within fifteen (15) days after receipt of payment, the State will dispose of accordingly as being abandoned property.
 4. When bids are signed or when bids are made available via the web site and are submitted via the web, this constitutes a contract with the State of Arkansas to pay the amount(s) indicated for the equipment offered for sale. Failure to comply could result in action being taken by the Attorney General's office and/or be cause for rejection of future bids. Unsigned bids will not be read or considered. By signing the Invitation for Bid document or by submitting a bid via the web the Bidder warrants that they are not less than eighteen years of age. Employees of the State of Arkansas Department of Finance and Administration may not bid.
 5. The State of Arkansas Procurement Administrator shall decide any dispute, which is not disposed of by mutual agreement. Bid offers less than the stated minimum bid amounts will not be considered. Tie bids will be determined by a flip of a coin by Marketing & Redistribution staff.
 6. The State of Arkansas Procurement Administrator reserves the right to reject any or all bids, to waive any technical defects in bids; and unless otherwise specified by the State or the bidder, to accept any one item or group of items in the bid, as may be in the best interest of the State
 7. Failure to respond to three (3) consecutive "Invitations to Bid" shall be considered sufficient cause to remove your name from the Bidder's list for future bids for same or similar items for the following three (3) consecutive bids. In addition, successful bidders that do not pay for and pick-up the item(s) awarded will not be eligible to participate in future bids for same or similar items for the following three (3) consecutive bids. After removal from the bidders' list(s) or from contract default, a bidder must complete a bidder application form in order to be reinstated. Contract default will not prevent purchases from retail sales.
 8. No changes may be made to the terminology of the official bid form or the general or special terms and conditions.
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Special Terms and Conditions

It is the intent of this bid to sell and remove one (1) dwelling, as is, where is. National Park Community College, 101 College Drive, Hot Springs, AR 71957.

The removal can be accomplished by either of two (2) methods or a combination of both, removal in one movement or demolition of the entire structure.

Removal method must be stated on your bid submission document. In either method, all debris must be removed from the site.

1.1 Examination of Contract Document Prior to Bidding

Before submitting a bid, each bidder shall carefully examine the building, read the specifications and all other contract documents. Each bidder shall fully inform him/herself prior to his/her bid all cost to cover all necessary expense to perform the work set forth in the contract documents. No allowance will be made to any bidder because of lack of such examinations or knowledge. The submission of a bid shall be constructed as conclusive evidence that the bidder has made such examination.

All references to the Owner shall be interpreted to mean the State of Arkansas and National Park Community College. All references to the Bidder will be as Bidder or Contractor.

Any interpretation of corrections of the contract documents will be made by written addendum and will be mailed or delivered to each bidder of record.

National Park Community College or the State of Arkansas will not be responsible for oral explanations or interpretation of the contract documents.

1.1.1. Responsibility of Bidders

Bidders are presumed to be familiar with all Federal, State, County, and City laws, ordinances and regulations which affect those persons engaged or employed in such work, materials, or equipment used and the other conditions affecting the work. Bidders shall comply with all such laws, ordinance and regulations.

1.1.2 Preparation

Pre-Existing Conditions: Examine the in-place conditions of the work specified so that a clear understanding of the project can be determined. Each Bidder must be authorized by a representative of the company/individual to whom they represent. Any and all questions must be addressed prior to the opening of the bids, in order that any Addendum may be issued to all Bidders. Proceeding with the work will constitute acceptance of any and all existing conditions. No allowance will be made to any Bidder because of lack of such examination or knowledge. The

submission of a bid shall be construed as conclusive evidence that the bidder has made such examination.

1.1.3 Notification:

Notify the Owner at least five working days prior to beginning the work.

1.1.4 Site Inspection:

- (a) Locate all existing utility lines that transverse the site (work area) and determine the requirements for their protection.
- (b) All existing utility lines are to be disconnected and capped, by the Owner, at the main service for each utility service.

1.1.5 Clarification:

Before commencing the work, verify with the Owner all objects to be removed and all objects to be preserved.

1.1.6 Scheduling:

Avoid interference with the use of, and passage to and from, adjacent building and facilities. A written schedule of the removal must be submitted and approved by National Park Community College prior to any work beginning.

1.1.7 Completion Date:

This shall be completed within sixty (60) calendar days after notification of award is made. While the work is in progress, confine all operations, material, and equipment within the immediate vicinity of the area involved (subject to the approval of the Owner at all times), and do not unreasonably obstruct or interfere with any phase of the Owner's activities.

1.2 Quality Assurance

1.2.1 Qualification of Workmen:

Provide at least one (1) person who shall be present at all times during the work and who shall insure the safety of the workmen and the welfare of the residents of National Park Community College.

1.2.2 Code and Standards:

In addition to complying with all pertinent codes and regulations, comply with the requirements of those insurance carriers providing coverage of the work.

1.3 Job Conditions

1.3.1 Dust Control:

Use all means necessary to prevent the spread of dust during the performance of the work; moisten surfaces as required to prevent dust from being a nuisance to the residents and public.

1.3.2 Burning:

On – site burning will not be permitted.

1.3.3 Temporary Barricades:

The contractor shall be responsible for erecting any necessary barricades adjacent to and/or around the work area in order to protect the residents and staff of National Park Community College or any other persons.

1.3.4 Project and Site Clean Up:

The Contractor at all times shall keep the premises free from accumulation of waste materials of rubbish caused by his operation. If the Contractor fails to clean up or otherwise leaves the project site in a condition that does not satisfy the terms and conditions of this bid document, National Park Community College may do so and the cost thereof shall be charged to the Contractor.

Part Two – Removal:**2.1 Description:**

Removal by means of using a professional house mover to a location determined by the Contractor.

2.1.1 Work Included, But Not Limited to:

Removal by moving the structures in the single unit, by a professional mover, will be entirely the responsibility of the Contractor, to include all expenses, permits, etc.

- (a) Removal of the entire structure.
- (b) Removal of all debris.
- (c) All requirements stated in Part One will apply to all work performed.

Part Three – Demolition:**3.1 Description:**

The term “Demolition” used herein includes the removal of existing objects (except for those objects designated to remain) down to a depth level with the existing grade level, plus such other work as is described in this section of these specifications.

3.1.1 Work Included, But Not Limited to:

Demolition required in this work includes the removal of a one (1) story dwelling located at National Park Community College, 100 College Drive, Hot Springs, AR 71957.

Demolition and removal of building.

- (a) Removal of all debris.
- (b) All requirements of Part One will apply to all work performed.



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Minimum Bid Amount on Item #1 is \$6,900

**Item #1 is on location at National Park Community College
101 College Drive, Hot Springs, AR 71957**

Contact: Latisa Jackson @ 501-760-4111 or

Janis Sawyer @ 501-760-4215

Inspection Hours 8:00am to 3:00 pm Monday through Friday

NOTE: Item #1 is subject to Attached Special Terms

1. _____ **House, Project;** To be removed from property (**Newly Constructed**) 90252973
The Project house is twenty four feet by twenty four feet (24' X 24') totaling 576 square feet. It has two steel entry doors with vinyl double pane energy efficient single hung windows. Exterior is vinyl siding including soffit with metal fascia. The unfinished interior has a vaulted ceiling in the living room and kitchen.

Minimum Bid Amount on Item #2 is \$100

**Item #2 is on location at Arkansas Forestry Commission
#20 Industrial Blvd., Highway 225 West, Greenbrier, AR 72058**

Contact: Randy Pogue @ 501-679-3581 ext.232 or

Jerry Heaslet @ 501-679-3581 ext.231

Inspection Hours 8:00am to 4:00 pm Monday through Friday

2. _____ **Trailer House, Bigelow 12' x 36'** 90252692
(No axles or tires) To be removed from property at the successful bidders expense.